

**DOWTOWN DEVELOPMENT AUTHORITY**  
**VILLAGE OF KENT CITY – MEETING MINUTES**  
**Tuesday, January 26, 2021**  
**6:00 p.m.**  
**83 Spring Street, Kent City MI**

1. Vice-Chairman Fulton called the meeting to order at 6:00 p.m.  
Members Present: Glenn Crabtree, Jason Fulton, Kathy Ignasiak, Liz Knapp, Nick Lewis, and Bert Rose.  
Member Absent: Andrew Bostwick and Sharon Olson.  
Others present: Mary Portell, App Secretary.

2. **Motion** by Knapp, 2<sup>nd</sup> by Crabtree to approve the August 25, 2020 meeting minutes with no changes.  
Vote: 6 Ayes; 0 Nays. Motion CARRIED

3. **Motion** by Knapp, 2<sup>nd</sup> by Ignasiak to approve the agenda with no changes.  
Vote: 6 Ayes; 0 Nays. Motion CARRIED

4. Public comment – No public present.

5. Finance Report – Balance as of 12/31/2020  
**\$248.00 Checkbook Balance**  
**\$ 132,170.90 Savings Balance**

**Motion** by Lewis, 2<sup>nd</sup> by Crabtree to approve payment to the General Fund for the amount of Seven hundred Forty-one and 77/100 (\$741.77) dollars.

Roll call Vote:

Ayes: Crabtree, Ignasiak, Knapp, Olson, Rose, Fulton.

Nays: None. Motion CARRIED

6. Business

- A. Act 57 Requirements ~ due to COVID restrictions, the other.

- B. Stressed Trees on Main Street ~ Kathy looked at them after the August meeting. Were there conditions in the contract? Jason recommended that we get public opinion.

C. The 2020 invoice from Northwoods Greenscapes was reviewed. Budget \$1,300.00 for 2021 season and clarify contract for services.

D. **Motion** by Ignasiak, 2<sup>nd</sup> by Rose to investigate the cost of replacing the Christmas decorations (garland, rope lights, bells, bows and wreaths.)

Vote: 6 Ayes; 0 Nays. Motion CARRIED

Kathy needs measurements of what we have.

E. Report on Main Street parking lot project behind pavilion

Working on getting a grant to repair the parking lot.

F. **Motion** by Crabtree, 2<sup>nd</sup> by Ignasiak to approve the proposed 2021/22 DDA budget changing Prof Services to \$1,380, Events to \$1,000 and Façade program to \$20,000.

Vote: 6 Ayes; 0 nays. Motion CARRIED

Liz would like to do 2 events. There is interest from a local bee grower to organize a Farmer's Market. The 97 S. Main St. façade project is to be completed by June 15, 2021. The Chop Shop has an application and K.C. Lounge. There is interest from 2 other business owners.

G. Andrew Bostwick has resigned from the DDA board. There are 2 vacancies.

H. Nominations for Election of Officers

Chairman Jason Fulton

Vice Chair Glenn Crabtree

Secretary Kathy Ignasiak

Treasurer Nick Lewis

**Motion** by Rose, 2<sup>nd</sup> by Crabtree to accept the nominations.

Vote: 5 Ayes; 0 Nays. Motion CARRIED

I. The next meeting is Tuesday, March 23, 2021

7. Other Comments – Jason gave an update on the Fireworks event for July 2<sup>nd</sup>. They are getting sponsors now.

Meeting adjourned at 7:07 p.m.

Respectfully submitted,

Mary Portell, Appointed Secretary